

Bar Standards Board Reasonable Adjustments Policy

1. Introduction

- 1.1 The Bar Standards Board is committed to ensuring that disabled people are not disadvantaged in accessing its services. To this end the Bar Standards Board will make reasonable adjustments for disabled people and this document sets out our policy, but does not seek to explain how we will approach every situation.
- 1.2 The Equality Act 2010 requires the Bar Standards Board to provide reasonable adjustments for disabled people in the provision of its services, in order that disabled people are treated fairly. The need to make a reasonable adjustment arises when a disabled person is put at substantial disadvantage to a person who is not disabled.
- 1.3 This policy applies to all those using Bar Standards Board services, including students, complainants and barristers. There is a separate policy that covers reasonable adjustments in the workplace for Bar Standards Board staff. There is also a detailed reasonable adjustments policy specifically aimed at candidates wishing to take the Bar Course Aptitude Test which can be found on the [BSB website](#).

2. Circulation

- 2.1 This policy is circulated to all members of the Bar Standards Board, its committees and staff who are required to read and understand it.

3. Definition of disability

- 3.1 For the purposes of this policy the definition of disability follows that set out in the Equality Act 2010 s.6. A person is therefore disabled if s/he:
“has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day-to-day activities. “Substantial” means more than minor or trivial and “long term” means 12 months or more”.

4. What is a reasonable adjustment?

- 4.1 A reasonable adjustment is any practicable adjustment made to any Bar Standards Board physical feature, provision, criterion or practice which removes or reduces substantial disadvantage in accessing that service to a disabled person.
- 4.2 The legal duty to make reasonable adjustments arises in three circumstances:
- a) where there is a provision, criterion or practice which puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled
 - b) where a physical feature puts a disabled person at a substantial disadvantage in comparison with persons who are not disabled
 - c) where a disabled person would, but for the provision of an auxiliary aid, be put at a substantial disadvantage in comparison with persons who are not disabled.
- 4.3 The Bar Standards Board will discuss the specific requirements of the person making the request for reasonable adjustments with the individual concerned in order to agree a suitable adjustment in all the circumstances. The Bar Standards Board will not make assumptions about whether a person requires reasonable adjustments and what those adjustments might be.

5. Types of reasonable adjustment

- 5.1 This policy does not provide an exhaustive list of the reasonable adjustments that the Bar Standards Board will make for those accessing our services however the following types of adjustment that may be made are listed below:
- Provision of auxiliary aids
 - Provision of information in appropriate alternative formats (e.g. large print, Braille, coloured paper etc)
 - Extension of time limits (where it is lawful to do so)
 - Provision of information/documents on coloured paper
 - Use of email or telephone in preference to hard copy letters

- Use of plain English
- Communication through a representative or an intermediary
- Arranging meetings in rooms which have appropriate facilities
- Rest/comfort breaks in meetings
- Provision for assistance dogs

6. Consideration of Reasonable Adjustments requests

- 6.1 All requests for reasonable adjustments will be considered on a case by case basis and where advice is needed it will be sought from the Bar Standards Board Equality Team.
- 6.2 Requests for reasonable adjustments will be acknowledged within two weeks of the Bar Standards Board receiving the request. The response will set out a decision as regards the request or will set out any further information the Bar Standards Board requires in order to reach a decision.
- 6.3 In the majority of cases the Bar Standards Board will be able to agree requests for reasonable adjustments.

The Bar Standards Board consideration of whether an adjustment is 'reasonable' or not depends on a number of factors including:

- The effectiveness of the adjustment/s in preventing or reducing the disadvantage for the disabled person
 - The practicality of making the adjustment/s for the Bar Standards Board
 - The availability of Bar Standards Board resources, including external assistance and finance
 - Any disruption to Bar Standards Board activity that making the adjustment might cause.
- 6.4 There is no formal appeal procedure however where it is not possible to make the adjustment requested the Bar Standards Board will provide reasons for the decision and discuss any viable alternatives with the individual concerned.

7. Cost of making reasonable adjustments

- 7.1 Under no circumstances will the Bar Standards Board pass on the cost of a reasonable adjustment to a disabled person.

8. Review

- 8.1 This policy is reviewed by the Bar Standards Board Equality Team every two years or earlier in light of changes to the law.

9. Complaints about our service

- 9.1 The Bar Standards Board is committed to providing services to a high standard and in a way that is fair and non-discriminatory. If an applicant for reasonable adjustment/s is dissatisfied with the Bar Standards Board response to a request for reasonable adjustments they may consult the Bar Standards Board complaints policy for information about how to make a service complaint, by visiting the [Bar Standards Board website](#).